



REQUEST FOR
LETTERS OF INTEREST
H-49-11

INTEGRATED PROGRAM MANAGEMENT
SERVICES FOR CAPITAL IMPROVEMENT
PLAN AND IMPROVEMENTS FOR CITY-
OWNED BUILDINGS AND FACILITIES

RLI OPENING: SEPTEMBER 12, 2011, 2:00 P.M.
PURCHASING OFFICE
1190 N.E. 3RD AVENUE, BUILDING C (Front)
POMPAÑO BEACH, FLORIDA 33060



August 9, 2011

CITY OF POMPANO BEACH, FLORIDA

REQUEST FOR LETTERS OF INTEREST

H-49-11

Pursuant to Florida Statutes, Chapter 287.055(2)(g) (Consultants Competitive Negotiations Act), the City of Pompano Beach, Florida invites qualified professional firms to submit Letters of Interest, qualifications and experience for consideration to provide:

**INTEGRATED PROGRAM MANAGEMENT SERVICES FOR CAPITAL IMPROVEMENT
PLAN AND IMPROVEMENTS FOR CITY-OWNED BUILDINGS AND FACILITIES**

The City intends to issue a contract to a single firm to provide integrated program management including program management, planning, permitting, design, construction services, and alternative project delivery with preference for progressive design-build for the projects identified in the recently completed Facility Assessment and the City's Capital Improvement Plan. This will be a contract to a single entity capable of bonding all included projects under a single surety bond.

Integrated Program Management Delivery is being used to expedite these projects to stimulate the local economy and provide business opportunity for local business enterprises. This Program is intended to expedite these projects for the City-wide capital plan. The City can also request operation services to provide resources, as necessary, for the City.

A copy of the 2010 Facility Condition Assessment Report is posted on the City's website as Attachment A to this RLI.

A copy of the City's Capital Improvement Plan is available from the City's website <http://mypompanobeach.org/directory/budget/index.html>

Services to be provided under the resulting contract shall include but not be limited to the following:

Establish Program Scope

Collect data from Facility Assessment and City's Capital Plan and identify program projects and compile and present information in a comprehensive format. Projects shall be organized and packaged in such a way that it allows for participation of local design and construction firms of all sizes so that resources within the Pompano community can participate.

Program Reporting

Establish Program Reporting format including developing appropriate level reports suitable for distribution to different management levels within the City organization as well as the Public. Provide reports monthly, quarterly, annually, or at other frequency to be determined by City.

Program Scheduling Services

- Prepare an overall program schedule to include all projects and validate project schedules from project implementation status including all design, permitting, procurement and construction and commissioning requirements.
- Conduct initial validation and prioritization of the program projects and follow up with annual or semi-annual program validation and prioritization as requested by the City.
- Generate individual project schedules as requested by the City.
- Develop, review, and monitor program schedules at various levels appropriate to the required management level.
- Identify and analyze dependencies, controls, and interfaces between projects, with other operational activities, and with external projects by other governmental agencies.
- Review and monitor design and construction schedules.
- Provide schedule reporting and analysis services at the appropriate management level.

Program Budget and Funding Tracking

Provide program level cost and trend management services, including:

- Implementation of an “off the shelf” cost management software tool.
- Maintain accurate cost data from all subconsultants and subcontractors.
- Provide a wide range of construction cost estimates, including conceptual, and budgetary, estimates.
- Establish cost management system in alignment with, and supportive of, City budgeting and accounting requirements and systems.
- Establish, review, and support management of appropriate owners contingencies.
- Provide budget and funding report services, documenting sources of funds and cash flow projections for each project.
- Develop and maintain procedures to forecast project and program costs and advise City of budget issues.
- Assist City staff in the identification of funding sources as well as the preparation grant applications if applicable.
- Provide program cost to complete data at all times.
- Public Involvement and Outreach Program

Document Control Services

- Maintain files of all Master Plan Program documentation in an integrated, accessible electronic format with hard copy, electronic format to be stored in a retrievable system which will be the property of the City.
- Maintain status logs of project and program documents such as contractor Requests for Information, submittals, substitution requests, etc.
- Assess current computerized document control/reporting systems and recommend upgrades or replacement to support implementation plan and record keeping.
- Develop and maintain systems for the efficient distribution of project documents to subcontractors, subconsultants, agencies, City departments, and other stakeholders as directed.

Program Coordination

Assist City staff in program coordination efforts with organizations such as the SFWMD, Broward County, and any other local governments and regulatory agencies. Selected firm will also be required to assist with the establishment, implementation, and modification of program administrative procedures and processes. The selected firm will also be required to implement and support an Action Item system to track key program activities and required decisions. Identify dates and timelines for action items and decisions to be completed.

Program Planning and Permitting

- Assist in development and implementation of Program Instructions
- Develop the Program level Field Safety Instruction Plan
- Develop the overall Program level Quality Management Plan
- Conduct, assist, and manage program permitting for all projects
- Develop and implement a public outreach plan
- Develop and assist with planning and programming studies and coordination with stakeholders
- Assist with, and develop other pre-design activities.
- Assist with, develop, and incorporate Sustainability plans and approaches for the City and Program to include alternative energy, minimizing carbon foot print, etc.

Design Phase Services

- Perform formal Partnering session between City and other stakeholders
- Prepare design documents for review at completion levels of 30%, 60%, 90% and 100% design for each project.
- Provide constructability review at each of the completion levels above
- Develop progressive Construction Cost Estimates (Open Book) at each completion levels described above
- Pre-qualification of subcontractors

- Prepare work packages to allow competitive bidding of local firms
- Evaluate bids and select the lowest compliant bidders
- Prepare Guaranteed Maximum Price at 90% design for review by the City.
- Develop critical path method schedule to be submitted with the Guaranteed Maximum Price
- Acquire the necessary Permits necessary for construction
- Provide design management and administration of subconsultants.
- Provide code analyses and detailed code reviews along with the City's Fire Department fire and Life Safety reviews.
- Provide geotechnical investigations or hazmat inspection and testing services as required.
- Assist in the development of project design standards.
- Provide Project Controls support.
- Support City and Airport Public Information and Community Outreach program with suitable documentation in a variety of media.
- Incorporate sustainable practices and approaches to design.

Construction Phase Services

- Perform informal and formal Partnering session facilitation between City and other stakeholders
- Construct the project in accordance with the contract documents
- Develop project specific quality management plan
- Review, monitor, and assess construction activities.
- Change management and risk management
- Prepare construction quality assurance/quality control plans.
- Schedule and budget control
- Prepare field safety instructions and emergency response plan
- Prepare inspection and engineer's reports for submission to City or other agencies.
- Prepare as-built drawings, and documentation necessary for substantial and final completion.
- Prepare agenda and lead job site meetings. Develop meeting minutes for distribution.
- Develop and manage Owner Controlled Contingency.
- Provide construction management personnel
- Perform startup and commissioning
- Perform project closeout activities.
- Provide licensed operators for start-up assistance and operability reviews
- Incorporate sustainable practices and approaches to construction

Program Management Work Plan

Program Manager will be responsible for creating program management services work plan to be approved by the City. Elements of the work plan will include but will not be limited to:

- Contract administrator for coordination of consultant services.
- Design phase work plan
- Procurement planning
- Staffing plan for providing all program management services such as cost control, trend analysis, safety, permitting, schedule support, cost estimating services construction management, and project closeout.
- Performance based baseline work plan to be reviewed and modified as needed

Program Manager must have previous experience providing integrated program management and progressive design-build services for capital programs exceeding \$50 million for local government agencies and must be licensed to practice Professional Engineering or Architecture in the State of Florida, Florida State Statute 481, by the Board of Professional Regulation and must be a licensed General Contractor in the state of Florida.

A. SUBMITTAL FORMAT

The City of Pompano Beach, Florida will receive sealed proposals until 2:00 p.m. (local), September 12, 2011, in the City's Purchasing Office, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida, 33060. Late submittals, additions, or changes will not be accepted. Submittal packages should be marked on the exterior RLI # H-49-11 INTEGRATED PROGRAM MANAGEMENT SERVICES FOR CAPITAL IMPROVEMENT PLAN AND IMPROVEMENTS FOR CITY-OWNED BUILDINGS AND FACILITIES.

Submit one (1) original unbound and seven (7) bound copies of the proposal. All copies will be on 8 ½" x 11" plain white paper, typed, and signed by the Proposer's contractually binding authority. The text size used in the response shall be 11 point or larger.

To assure consistency, proposals must conform to the following format, and include the following items, in the order presented below, with tabs or dividers between the sections limited to 30 pages, not including the cover letter or resumes:

- 1) Table of contents with page numbers referenced.
- 2) Letter of Interest and Statement of Qualifications. In your letter, include the complete corporate name of the primary firm responding, address, telephone, fax number, and name of the person in your firm who the City should contact regarding your response.
- 3) Firms or teams shall submit their technical approach to the tasks described in the scope, including details of how each component of the program would be completed, and how their firm proposes to maintain project schedules, quality and cost control.

- 4) Completed "Project Team" form.
- 5) Statement of Skills and Relevant Integrated Program Management and Progressive Design-Build Experience of Project Team.
- 6) Location of the office from which services will be rendered, and the number of program management and design-build professional and administrative staff at the prime office location.
- 7) Location of office(s) of the prime and/or sub consultants or subcontractors that may be utilized to support any or all of the program management, design and construction services listed above and the number of program management, design and construction professional and administrative staff at the prime office location.
- 8) Organizational chart and resumes of key personnel.
- 9) References for ongoing or past Integrated Program Management and Progressive Design-Build Experience in Florida.
- 10) Current Safety performance statistics for ongoing or past work of similar scope.
- 11) For any member of your team that is a certified minority business enterprise (as defined by the State of Florida) you must include copies of their certifications for them to be considered toward Item 5 in the evaluation criteria.
- 12) Completed SBE program forms, Exhibits A-D, if applicable for your team. Include copies of all certifications for firms listed on these forms.
- 13) Completed Local Business program forms, Exhibits E-H, if applicable.
- 14) All other information requested herein. Each item in the evaluation criteria must be addressed in your response.
- 15) Return all RLI pages, initialed where indicated.

If firms are situated outside the local area, (Broward, Palm Beach, and Miami-Dade counties) include a brief statement as to whether or not the firm will arrange for a local office during the term of the contract, if necessary.

Skills and experience of the Project Team must be included as indicated above. Describe the experience of the entire project team as it relates to these types of projects. Include the experience of the prime consultants as well as other members of the project team; i.e., additional personnel, sub-consultants, branch office, team members, and other resources anticipated to be utilized for this project. Name specific projects (successfully completed within the past five years) where the team members have performed similar projects previously.

Specifically identify the management plan (if needed) and provide an organizational chart for the team. The organizational chart will be in addition to the **Skills and Experience of the Project Team** as indicated above. The proposer must describe at a minimum, the basic approach to these projects, to include reporting hierarchy of staff and sub-consultants, clarify the individual(s) responsible for the co-ordination of separate components of the scope of services.

It is the intent of the City of Pompano Beach to encourage minority and women owned firms to participate in the process. The methods by which this is accomplished should be developed and presented by the respondents in their submissions.

B. SMALL BUSINESS ENTERPRISE PROGRAM

The Pompano Beach City Commission has established a voluntary Small Business Enterprise (SBE) Program to encourage and foster the participation of Small Business Enterprises in the central procurement activities of the City. The City of Pompano Beach is strongly committed to ensuring the participation of Small Business Enterprises (SBE's) as contractors and subcontractors for the procurement of goods and services. The definition of a SBE, for the purpose of the City's voluntary program, is taken from the State of Florida Statute 288.703(1).

As of the date of publication of this solicitation, a small business means an independently owned and operated business concern that employs 200 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5 million or any firm based in Florida that has a Small Business Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.

The City encourages all firms to undertake good faith efforts to identify appropriate Small Business Enterprise partners. Sources of information on certified Small Business Enterprises include the Broward County Small Business Development Division, the State of Florida Office of Supplier Diversity, South Florida Water Management District, and other agencies throughout the State. The City includes links to these organizations from the City's website www.mypompanobeach.org. Please indicate in your response if your firm is a certified Small Business Enterprise.

Please note that, while no voluntary goals have been established for this solicitation, the City encourages small business participation in *all* of its procurements.

Please indicate in your response if your firm, or a subconsultant, is a certified Small Business Enterprise, and include the completed “Good Faith Effort Report” form with your proposal. SBE forms are included at the end of this solicitation. Firms should submit Exhibit A, detailing the list of SBE firms to be used on the proposed contract, and a completed Letter of Intent, Exhibit B, for all participating SBE firms. Submit Exhibit C listing SBE firms that were solicited but not selected. Submit Exhibit D explaining your firm’s good faith efforts to include SBE firms on this contract.

C. LOCAL BUSINESS PROGRAM

On March 23, 2010, the City Commission approved a Resolution establishing a Local Business Program, a policy to increase the participation of City of Pompano Beach businesses in the City’s procurement process. You can view the list of City businesses that have a current Business Tax Receipt on the City’s website, and locate local firms that are available to perform the work required by the RLI. The business information, sorted by business use classification, is posted on the webpage for the Business Tax Receipt Division: <http://mypompanobeach.org/directory/btr/index.html>

Please note that, while no voluntary goals have been established for this solicitation, the City encourages Local Business participation in *all* of its procurements.

The City of Pompano Beach is strongly committed to insuring the participation of City of Pompano Beach Businesses as contractors and subcontractors for the procurement of goods and services. Proposers are encouraged to participate in the City of Pompano Beach's voluntary Local Business Program by including, as part of their submittal package, the Local Business Participation Form, listing the local businesses that will be used on the contract, and the Letter of Intent Form from each local business that will participate in the contract. Proposers should utilize businesses that are physically located in the City of Pompano Beach with a current Business Tax Receipt. Proposers who are unable to meet the recommended voluntary goals should also provide the Local Business Unavailability Form, listing firms that were contacted but not available, and the Good Faith Effort Report describing the efforts made to include local business participation in the contract.

D. SELECTION/EVALUATION PROCESS

A Selection/Evaluation Committee will be appointed and will be responsible for selecting the most qualified firms. The Selection/Evaluation Committee will then present their findings to the City Commission and upon their approval, negotiate contract with the most qualified firm.

The Committee will rank responses based upon the following criteria:

1. Prior experience of the firm with programs of equal or greater size (>\$50M) and complexity: 0-20 points
 - a. Experience with programs and program delivery in the State of Florida
 - b. Experience and number of similarly complex programs nationally and abroad
 - c. Experience delivering integrated management approach
 - d. References from past projects

2. Prior experience with Progressive Design Build projects under GMP or lump sum contracts 0-20 points
 - a. Experience with progressive design build and integrated program management in the State of Florida
 - b. Experience and number of similarly complex at-risk projects nationally and abroad
 - c. Experience delivering at-risk projects
 - d. References from past projects

3. Qualifications of personnel including subcontract and subconsultants 0-15 points
 - a. Number of technical, program, and at-risk staff
 - b. Qualifications of technical, program, and at-risk staff
 - Number of licensed staff
 - Education of staff
 - Experience of staff
 - Licensed operations staff for start-up assistance and operability review

4. Project Team 0-10 points
 - a. Organization of team
 - b. Project references for the proposed team (demonstrate team members have worked together before)
 - c. Current work load/staff participation

5. Proximity of the nearest office to the project location 0-5 points
 - a. Location
 - b. Number of staff at the nearest office

6. Technical approach to perform the tasks described in the Scope of Services 0-20 points
 - a. Approach to the Integrated Program Management with progressive design build as listed in the scope of services
 - b. Effective utilization of local design and construction firms
 - c. Effectiveness of the technical approach to complete each phase of the program and maintain time schedules and cost control as listed in the scope of services
 - d. Approach to program that incorporates Sustainability
 - e. Approach that encourages local stimulus and participation
7. Record of safety (OSHA recordable rates) for ongoing and past safety performance on similar work 0-5 points
8. Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.) 0-5 points

Value of Work Previously Awarded to Firm (Tie-breaker) - In the event of a tie, the firm with the lowest value of work as a prime contractor on City of Pompano Beach projects within the last five years will receive the higher ranking, the firm with the next lowest value of work shall receive the next highest ranking, and so on. The analysis of past work will be based on the City's Purchase Order and payment records.

The Committee will have the option to use the above criteria for the initial ranking to short-list proposers, and to use an ordinal ranking system to score short-listed proposers following presentations, with a score of "1" assigned to the short-listed proposer deemed most qualified by the Committee.

Each firm should submit documents that provide evidence of capability to provide the services required for the committee's review for shortlisting purposes. The shortlisted firms may be contacted to provide public presentations regarding their qualifications and ability to furnish the required services. When more than three responses are received, the committee shall furnish the City Commission (for their approval) a listing, in ranked order, of no fewer than three firms deemed to be the most highly qualified to perform the service. If three or less firms respond to the RLI, the list will contain the ranking of all responses.

The City Commission has the authority to (including, but not limited to); approve the recommendation; reject the recommendation and direct staff to re-advertise the solicitation; or, review the responses themselves and/or request oral presentations and determine a ranking order that may be the same or different from what was originally presented to the City Commission.

E. CONTRACT AWARD

It is the intent of the City to issue a single contract for the work described herein.

F. INSURANCE

The insurance described herein reflects the insurance requirements deemed necessary for this project by the City. It is not necessary to have this level of insurance in effect at the time of submittal, but certificates indicating that the insurance is currently carried or a letter from the Carrier indicating upgrade ability will speed the review process to determine the most qualified Proposer.

The successful Proposer shall not commence operations, construction and/or installation of improvements until certification or proof of insurance, detailing terms and provisions of coverage, has been received and approved by the City of Pompano Beach Risk Manager.

The following insurance coverage shall be required.

1. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440, regardless of the size of the company (number of employees). The Contractor further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.
2. Liability Insurance
 - a) Naming the City of Pompano Beach as an additional insured, on General Liability Insurance only, in connection with work being done under this contract.
 - b) Such Liability insurance shall include the following checked types of insurance and indicated minimum policy limits.
3. Real and Personal Property Insurance

The Contractor is responsible for any loss or damage to tools, equipment and supplies at the job site and is also responsible for any loss or damage to buildings being constructed until that building is completed and a certificate of occupancy is issued.

LIMITS OF LIABILITY

Type of Insurance		each occurrence	aggregate	
GENERAL LIABILITY				
XX	comprehensive form			
XX	premises - operations	bodily injury	\$1,000,000.	\$1,000,000.
XX	explosion & collapse hazard	property damage	\$1,000,000.	\$1,000,000.
—	underground hazard			
XX	products/completed operations hazard	bodily injury and property damage combined	\$1,000,000.	\$1,000,000.
XX	contractual insurance			
XX	broad form property damage			
XX	independent contractors			
XX	personal injury	personal injury	\$1,000,000.	\$1,000,000.

AUTOMOBILE LIABILITY		bodily injury (each person)	\$1,000,000.	
		bodily injury (each accident)	\$1,000,000.	\$1,000,000.
XX	comprehensive form	property damage	\$1,000,000.	\$1,000,000.
XX	owned			
XX	hired	bodily injury and property damage combined	\$1,000,000.	\$1,000,000.
XX	non-owned			

REAL & PERSONAL PROPERTY				
XX	comprehensive form	Organization must show proof they have this coverage.		

EXCESS LIABILITY				
XX	umbrella form	bodily injury and property damage combined	\$2,000,000.	\$2,000,000.
—	other than umbrella			

XX	PROFESSIONAL LIABILITY		\$2,000,000.	\$2,000,000.

The certification or proof of insurance must contain a provision for notification to the City ten (10) days in advance of any material change in coverage or cancellation.

The successful Proposer shall furnish to the City the certification or proof of insurance required by the provisions set forth above, within ten (10) days after notification of award of contract.

G. GOVERNING LAW

Interested vendors will agree that agreements shall be governed by the laws of the State of Florida, and the venue for any legal action will be Pompano Beach, Florida.

H. CONFLICT OF INTEREST

For purposes of determining any possible conflict of interest, each Proposer must disclose if any City employee is also an owner, corporate officer, or an employee of his business. If any City employee is also an owner, corporate officer, or an employee, the Proposer must file a statement with the Broward County Supervisor of Elections pursuant to Florida Statutes 112.313.

I. DRUG FREE WORKPLACE

The selected Proposer with whom an agreement will be negotiated will be required to verify they will operate a "Drug Free Workplace" as outlined in Florida Statute, Section 287.087.

J. PUBLIC ENTITY CRIMES

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

K. COMPOSITION OF PROJECT TEAM

Proposer will be required to commit that the personnel and/or principals named in the proposal shall remain assigned to the "project" throughout the period of the contract unless provided for otherwise in a negotiated contract. No diversion or substitution of personnel or principals will be allowed without submission of a written request with the qualifications and experience of the proposed replacement. The approval of the City will be required for any such diversion or substitution.

L. CONTACT INFORMATION

For additional information regarding this solicitation, please contact Ms. Leeta Hardin, General Services Director (954) 786-4098.

PROJECT TEAM

RLI NUMBER _____

Federal I.D.# _____

PRIME

Role	Name of Individual Assigned to Project	Number of Years Experience	Education, Degrees
Principal-In-Charge	_____	_____	_____
Project Manager	_____	_____	_____
Asst. Project Manager	_____	_____	_____
Other Key Member	_____	_____	_____
Other Key Member	_____	_____	_____

SUB-CONSULTANT

Role	Company Name and Address of Office Handling This Project	Name of Individual Assigned to the Project
Surveying	_____ _____	_____
Landscaping	_____ _____	_____
Engineering	_____ _____	_____
Other Key Member	_____ _____	_____
Other Key Member	_____ _____	_____

(use attachments if necessary)

EXHIBIT "A"
CITY OF POMPANO BEACH, FLORIDA
SMALL BUSINESS ENTERPRISE
PARTICIPATION FORM

RLI Number & Title: _____ Contractor's Name: _____

<u>Name of Firm</u>	<u>Contact Person, Telephone Number</u>	<u>Type of Work to be Performed</u>	<u>Contract Amount/Percentage</u>

(INCLUDE CERTIFICATES FOR ANY FIRMS LISTED ON THIS PAGE)

FOR CITY USE ONLY

Total SBE Contract Participation _____

Are documents requested submitted accordingly ___ YES ___ NO

EXHIBIT "B"
SMALL BUSINESS ENTERPRISE
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

RLI Number _____

TO: _____
(Name of Prime or General Contractor)

The undersigned intends to perform subcontracting work in connection with the above contract as (check below)

_____ an individual

_____ a corporation

_____ a partnership

_____ a joint venture

The undersigned is prepared to perform the following work in connection with the above Contract, as hereafter described in detail:

(Date)

(Name of SBE Contractor)

BY: _____

EXHIBIT "C"
SMALL BUSINESS ENTERPRISE
UNAVAILABILITY FORM

RLI # _____

I, _____
(Name and Title)

of _____, certify that on the _____ day of _____, _____, I invited the following SBE CONTRACTOR(s) to bid work items to be performed in the City of Pompano Beach:

SBE Contractor Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.)

Said SBE CONTRACTOR(s):

_____ Did not bid in response to the invitation

_____ Submitted a bid that was not the low responsible bid

_____ Other: _____

Signature: _____ Date: _____

Note: Attach additional documents as available.

EXHIBIT "D"
SMALL BUSINESS ENTERPRISE
GOOD FAITH EFFORT REPORT

RLI # _____

1. What portions of the contract have you identified as SBE opportunities?

2. Did you provide adequate information to identified SBE? Please comment on how you provided this information.

3. Did you send written notices to SBEs?

_____ Yes _____ No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

_____ Yes _____ No

If yes, please attach copies of the ads, including name and dates of publication.

5. Did you contact any organizations with large constituents of SBE members for possible sub-contractors? Please attach list of resource organizations used.

6. What type of efforts did you make to assist SBEs in contracting with you?

7. List the SBEs you will utilize and subcontract amount/percentage.

8. Other comments: _____

Note: Please attach the unavailability letters with this report.

EXHIBIT E
CITY OF POMPANO BEACH, FLORIDA
LOCAL BUSINESS PARTICIPATION FORM

RLI Number & Title: _____

Prime Contractor's Name: _____

<u>Name of Firm, Address</u>	<u>Contact Person, Telephone Number</u>	<u>Type of Work to be Performed</u>	<u>Contract Amount</u>

EXHIBIT F
LOCAL BUSINESS
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

RLI Number _____

TO: _____
(Name of Prime or General Bidder)

The undersigned City of Pompano Beach business intends to perform subcontracting work in connection with the above contract as (check below)

_____ an individual

_____ a corporation

_____ a partnership

_____ a joint venture

The undersigned is prepared to perform the following work in connection with the above Contract, as hereafter described in detail:

at the following price: _____

(Date)

(Name of Local Business Contractor)

BY: _____

EXHIBIT G
LOCAL BUSINESS
UNAVAILABILITY FORM

RLI # _____

I, _____
(Name and Title)

of _____, certify that on the _____ day of

_____, _____, I invited the following LOCAL BUSINESSES to bid work items to be performed in the City of Pompano Beach:

Business Name, Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.)

Said Local Businesses:

- _____ Did not bid in response to the invitation
- _____ Submitted a bid which was not the low responsible bid
- _____ Other: _____

Signature: _____

Date: _____

Note: Attach additional documents as available.

EXHIBIT H
GOOD FAITH EFFORT REPORT
LOCAL BUSINESS PARTICIPATION

RLI # _____

1. What portions of the contract have you identified as Local Business opportunities?

2. Did you provide adequate information to identified Local Businesses? Please comment on how you provided this information.

3. Did you send written notices to Local Businesses?

____ Yes ____ No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

____ Yes ____ No

If yes, please attach copies of the ads, including name and dates of publication.

5. What type of efforts did you make to assist Local Businesses in contracting with you ?

7. List the Local Businesses you will utilize and subcontract amount.

_____	\$ _____
_____	\$ _____
_____	\$ _____

8. Other comments: _____

**INTEGRATED PROGRAM MANAGEMENT SERVICES FOR CAPITAL
IMPROVEMENT PLAN AND IMPROVEMENTS FOR CITY-OWNED
BUILDINGS AND FACILITIES
STATEMENT OF NO RESPONSE**

If you do not intend to submit on this requirement, please complete and return this form by the submittal deadline to the City of Pompano Beach Purchasing Division, Building C, 1190 N.E. 3rd Avenue, Pompano Beach, Florida 33060; this form may be faxed to (954) 786-4168. Failure to respond, either by submitting a proposal, or by submitting a "Statement of No Response" form, may result in your firm's name being removed from our mailing list.

WE, the undersigned, have declined to submit on this solicitation for the following reason(s):

- _____ We do not offer this product or an equivalent
- _____ Our workload would not permit us to perform
- _____ Insufficient time to respond to the Request for Letters of Interest
- _____ Unable to meet specifications (explain below)
- _____ Other (specify below)

Remarks _____

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

SIGNATURE/TITLE _____

DATE _____